

SC4 Quality Committee Florence Meeting Summary 24 October 1997

The Quality Committee met in plenary at the Florence meeting. Activities of each team were reported by the team leaders.

- Process Improvement – Stuart Lord reported for Sheila Lewis
Requirements from customers have led to a proposal for changes to the documentation of APs. Next steps are to gain consensus on the changes, and plan for implementing the changes.
- Methods and Metrics – Allison Barnard Feeney
AIC and AP Guidelines documents have been completed and are in Quality review.
We need to develop a process for gathering, resolving and approving and updating methods documents.
- Production Support - Jesse Crusey
The transition plan has been successfully piloted by three projects with great success. Workshop time on 225 was reduced by 2/3.
- Change Management – Dick Wandmacher.
Dick has developed recommendations for SC4 handbook changes regarding SEDS procedures and proposals for the next STEP and SC4 milestones to be reviewed this week in his meeting.

There are several loosely related efforts to facilitate publication of APs but the efforts would benefit from central management. A presentation was made by Tony Stewart of RivCom and a related paper is available as QCN038. A Process Improvement team meeting was set up to discuss this topic further.

Starting 1998/1/1 DIS parts will be required to conform to the new ISO Directives Part 3. On 1998/9/1 FDIS parts will be required to conform to the new ISO Directives Part 3. It is critical to update the Supplementary Directives to reflect the new ISO Directives. Julian Fowler and Rob Anderson volunteered to co-lead a tiger-team effort to revise the Supplementary Directives.

Process Improvement:

The Quality Committee Process Improvement team was held Thursday evening to discuss AP document publication improvements. Problems using SGML with the current Supplementary Directives were reported by Tom Thurman. The state-of-the-art in document publication was described by Tony Stewart. It is recommended that the revised Supplementary Directives contain as few requirements as possible, and only requirements that are easily accomplished using the editing environments available. It was also recommended that the structural elements of SC4 standards have standard names that will be used in both Word styles and SGML DTDs.

Production Support:

The team worked on the transition plan this week, focusing on what it means to be a Certified Quality Reviewer and how to revise the resource tax to make it more equitable. They also reviewed the AP Guidelines document and conducted Qualification workshops for ISO 10303-104, 208, and 225.

One objective of the Quality Committee is to provide training opportunities for SC4 projects that will enable them to produce high quality products. At the Florence meeting, a training class for new Quality resources was provided Monday from 3:30-5:30.

ISO 9000 Overview and an expanded New Quality Resource training class are planned for the Orlando ISO meeting.

Change Management:

A two hour Change Management meeting was held where the convener of WG11 presented plans and impact of the second edition of ISO 10303-11. The SC4 Chair presented his ideas on revisions to the SEDS process (QCN028). This document will be revised based on comments from this meeting and sent for letter ballot. Proposals for the next STEP and SC4 modules were discussed and detailing of deliverables for these milestones will be worked via the change management email exploder before Orlando (**Error! Reference source not found.**

Methods and Metrics:

The Methods and Metrics team met with WG12 and WG2 to discuss the document “Procedures for Application Interpretation” (QCN027). Recommendations for improvements to the document were made and actions assigned. The

document scope will include recommendations for use of parts libraries in the interpretation of STEP APs.

The Supplementary Directives tiger team met to do initial planning. The work of updating the SD will occur in three phases. The first phase will focus on format and will provide necessary information to editors of all SC4 standards such that they will be able to produce documents acceptable to ISO. The second phase will focus on document structure. The third phase will focus on tools for editors with SGML and Word being the documentation environments supported.